

SAMPLE HIRING CONFIRMATION LETTER

Dear (Name):

This confirms the Air Resources Board's (ARB) conditional offer of an Air Pollution Specialist position in the Research Division. The offer is pending a verification of employment eligibility. As we agreed, if you are deemed eligible for employment, you will begin work on February 1, 2002 and your starting salary will be \$2985 per month. In order to determine whether you are eligible for employment, please complete the enclosed Employment Eligibility Verification form (Form I-9) and return it to me no later than _____.

[For new, or State employees hired into designated positions]

Please have the enclosed medical Examination Report completed by a physician and returned to the State Medical Officer in the enclosed self addressed envelope no later than (two weeks before the effective date). The State of California will pay up to \$62.45 for the physical exam. Your physician should bill the ARB, Office of Human Resources, P.O. Box 2815, Sacramento, CA 95812.

[For new or State employees hired into designated positions in Sacramento required to utilize a 32 lb. breathing apparatus]

Because you will be required to occasionally utilize a 32 lb. breathing apparatus as part of your assigned duties, you have been scheduled for an extensive medical examination with the Medical Clinic of Sacramento at (date) (time). Please have the enclosed Medical Examination Report completed by the physician and returned to the State Medical Officer in the enclosed self addressed envelope no later than (two weeks before the effective date).

[If authorizing moving expenses to new non-State employee]

You are authorized up to \$1,000 for moving expenses following final ARB approval. The ARB Accounting & Grants Branch can assist you in obtaining reimbursement. In the event that you terminate your ARB employment within a two-year period, you must repay these moving expenses based on the following proration: employed less than 6 months – 100% repayment; between 6 and 12 months – 75%; 12 to 18 months – 50%; 18 months to 2 years – 25%.

Please call me at (916) 555-1111 should you have any questions.

Sincerely,

Section Supervisor
Research Division

cc: Human Resources Analyst
Personnel Specialist
Accounting & Grants Branch *(if authorizing moving expenses)*